



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 5.3.2	Subject: LIBRARY SERVICES
Chapter 5: OFFENDER PROGRAMS	Page 1 of 2
Section 3: Education Programs	Revision Date:
Signature: /s/ by Director Day 10/8/97	Effective Date: Jan. 1, 1998

I. POLICY:

It is the policy of the Department of Corrections to provide library services to offenders in its secure facilities and to ensure that library materials are available in the languages represented by significant numbers of offenders in the population.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

Secure facilities will provide offenders with access to a library, organized within the education department, that contains a collection of general, specialized, and reference materials.

- ! The library program will provide a published schedule of hours of service.
- ! Offenders may be allowed to read materials in the library or check out materials in accordance with local policy.
- ! The library will participate in interlibrary loan programs, and will continuously acquire library materials as part of the planning process. A survey on library content will be used to make decisions regarding acquisition of materials. This will be done on an annual basis and as a part of a systematic strategy for determining the library service needs of the offender population. Reading levels of selections will be consistent with offender abilities. Materials will be selected on the basis of accuracy, currency, and cultural, inspirational, or recreational values.
- ! Gifts will be accepted or declined in accordance with the above guidelines.

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A. Staffing

The Warden/Superintendent will designate or hire a qualified individual who will be responsible for managing the library program. The library supervisor will do the following:

- ! Review personnel requirements for the provision of library services to ensure offender access to library services and be responsible for on-the-job training of all staff assigned to the library.
- ! Develop local goals and objectives for the library program that include well-articulated principles, purposes, and criteria for the selection of library materials that are relevant to the needs of the offender population.
- ! Develop necessary consultant or contract library services.
- ! Provide for the selection, training, and use of offenders, if applicable, as library assistants.

The library supervisor will conduct an annual evaluation of the library services program against stated performance goals and objectives. The evaluation will be forwarded to the Warden/Superintendent or designee for review and incorporation into the overall facility budget and goals.

B. Library Standards

Centralized library facilities should conform to contemporary library standards, whenever possible.

C. Special Housing Units

Offenders in locked units, and other special housing areas, will be provided library services through a system established by local policy that draws from the centralized collection.

D. Offender Assistants

Offender assistants may be selected depending on educational background, experience, and institutional record. Offender library assistants and clerks will receive training from the professional library staff prior to assignment and on a regular basis thereafter.

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V. CLOSING:

Questions concerning this policy shall be directed to the facility librarian.